

**Human Resource Letter No. 11-09**  
**Employee of the Year**  
**February 23, 2011**

The Employee of the Year Policy has been revised effective immediately. Attached is the revised Employee of the Year Policy, Employee of the Year Nomination Form, Employee of the Year Evaluation Form and a summary of the policy changes. Please delete any old versions of this policy and the related forms and replace them with this version.

With the revised policy in place, it is now time to nominate a co-worker for the Employee of the Year Award. The Employee of the Year Award is a way for the Commission to reward and recognize an employee in the exemplary accomplishment of the Commission's mission. In an effort to identify our most outstanding employees, we need your assistance in the nomination process. All full-time equivalent (FTE) employees of the Commission, with the exception of the Commissioners, the Executive Director, and the Department Directors are eligible to be nominated. Please answer the three questions on the attached Employee of the Year Nomination Form regarding the employee you would like to nominate. All nominations are to be submitted to Gary Cannon no later than **March 16, 2011**. The Employee of the Year Award recipient will receive the following:

- Reserved parking space designated for the Employee of the Year for the period of June 1 – May 31.
- Prepaid Visa or Master Card Gift Card to the maximum amount allowed (*currently \$50.00*) by the Comptroller General's Office.
- Personal plaque presented at the Employee Appreciation Event.
- Letter of commendation from the Chairman and the Executive Director of the Commission to be presented at the Employee Appreciation Event and a copy retained in the employee's personnel file.
- Name added to the Employee of the Year plaque to be prominently displayed in the Commission.
- Display a picture of the employee near the Employee of the Year plaque for the period of June 1 – May 31.
- Recognition in the Commission newsletter, bulletin boards and website.

Should you have any questions, please contact me by email or at 737-5671.

Attachments: [Employee of the Year Policy Summary of Changes](#)  
[2.30 – Employee of the Year Nomination Form](#)  
[2.30 – Employee of the Year Policy](#)  
[Employee of the Year Evaluation Form](#)

Cathy Floyd, SPHR  
SC Workers' Compensation Commission  
Human Resources  
1333 Main Street, Suite 500  
Post Office Box 1715  
Columbia, SC 29202-1715  
Office: 803-737-5674  
Fax: 803-737-5715  
[www.wcc.sc.gov](http://www.wcc.sc.gov)